

# ADMINISTRATIVE ASSISTANT

## GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for performing a variety of journey-level secretarial duties including clerical support for the Board of Directors and General Manager. This position is also responsible for performing accounting functions and accounts payable. Work is performed under the direction of the Administrative Services Manager and to some degree the General Manager.

## EXAMPLES OF DUTIES TO BE PERFORMED

1. Performs all secretarial duties for General Manager and Board of Directors.
2. Serves as assistant secretary to Board of Directors, posts meeting notices and agendas, and attends all Board meetings. Prepares meetings and transcribes minutes for Board meetings and executive sessions.
3. Prepares Board resolutions.
4. Administers all activities related to Board elections.
5. Responsible for the organization, account coding, computer entry and payment of Accounts Payable.
6. Responsible for processing accounts receivable invoices and deposits.
7. Responsible for initiating journal entries necessary to close accounting periods.
8. Assists Administrative Services Manager in month-end accounting procedures.
9. Prepares monthly utility usage reports.
10. Processes W-9 & 1099 forms for vendors.
11. Provides fee quotes and issues Sewer Service Agreements, collects applicable fees, and inputs data into computer.
12. Verifies petty cash transactions with Petty Cashier.
13. Prepares and develops standard forms.
14. Assists in preparation of tap inspection requests.
15. Assists in preparation of complaint response requests.
16. Maintains office supply inventory.
17. Responds to oral and written requests for legal descriptions, addresses, and parcel numbers.
18. Assists in answering telephones and routing calls to appropriate staff.

19. Sorts, organizes, and files materials.
20. Reproduces correspondence and other papers using copy machine.
21. Assists Controller and Administrative Services Manager in accounting projects.
22. Other tasks as assigned

#### REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of general office procedures.
2. Knowledge of basic accounting practices and procedures.
3. Knowledge of public meeting requirements.
4. Knowledge of applicable election rules, regulations, and laws.
5. Proficient typing and filing skills.
6. Ability to operate various office machines such as a personal computer, typewriter, facsimile machine, copy machine, adding machine, etc.
7. Basic knowledge of various computer software applications.
8. Ability to understand and follow oral and written instructions.
9. Strong organizational skills and ability to prioritize multiple tasks.
10. Ability to communicate with public in a pleasant manner under adverse circumstances.

#### REQUIRED TRAINING AND EXPERIENCE

This position requires a minimum of five years of office/accounting experience, familiarity with computer applications, completion of high school, and some further business training at the college level. Other combinations of education and experience will be considered.